

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET
P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 327-5425



February 28, 2002

TO: Prospective Applicants

SUBJECT: **REQUEST FOR APPLICATION (RFA) #TCS-02-100**
SPECIAL POPULATIONS TOBACCO USE STUDIES – ADDENDUM NO. 1

On February 11, 2002, the California Department of Health Services, Tobacco Control Section (CDHS/TCS) released RFA #TCS-02-100, entitled, "Special Populations Tobacco Use Studies." Since the release of the RFA, some changes were made and now need to be incorporated into your copy of the RFA.

Listed below are the replacement pages for your copy of the RFA. Please discard the original pages and insert the replacement pages. The shaded areas on the replacement pages indicate the changes that were made (except page 24 where paragraph numbers were replaced with bullets).

<u>Discard</u>	<u>Insert</u>
6-7	6-7
9-10	9-10
13-14	13-14
22-26	22-26
29-30a	29-30a
45-46	45-46

We apologize for any inconvenience that these changes may cause.

If you should have any questions regarding this addendum, please contact Ken O'Neill, Program Administrator, TCS, at (916) 322-0100.

Jon Lloyd, Chief
Data Analysis and Evaluation Unit
Tobacco Control Section

Cathy M. Palmer, Chief
Administrative & Contract Support Unit
Tobacco Control Section

Enclosures

cc: Posted on CDHS/TCS website:
<http://www.dhs.ca.gov/tobacco/html/RequestforApplications.htm>



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

- Chinese native languages (Mandarin and Cantonese) has been conducted thus far.

Filipino

- Filipino is the second largest Asian subpopulation living in California according to the 2000 Census, representing 2.7 percent of the total California population.
- About 12.8 percent of Filipino adults were reported as current smokers in the 1999 CTS.
- According to the results from a national nutrition survey conducted in 1999, the smoking prevalence in the Philippines was 75 percent for male adults and 18 percent for female adults.
- No statewide survey in Filipino native languages (Tagalog and/or Others) has been conducted thus far.

Vietnamese

- The 2000 Census showed that more than 447,000 Vietnamese live in California, representing 1.3 percent of the total California population.
- A study in JAMA showed that smoking prevalence among male adults was 72.8 percent in Vietnam.
- No smoking prevalence estimate is available from an existing statewide tobacco survey. According to the 1999 CTS, 16.9 percent of the Vietnamese speaking males and no females in the sample were current smokers. However, a study conducted at about the same time by Jenkins and his colleagues revealed that male smoking prevalence among Vietnamese refugees in California was 56 percent. The same group of researchers reported that male smoking prevalence among Vietnamese speaking immigrants in Northern California was 39.1 percent. These discrepancies suggest that the Vietnamese are under-represented in a statewide random sample and that there is a need for a reliable estimate for this population.

Korean

- The 2000 Census showed nearly 346,000 Koreans, or 1 percent of the total population, living in California.
- According to a survey conducted by Korean Gallup for the Korean Association of Smoking and Health, the male adult smoking prevalence in Korea was 64.8 percent.
- The 1999 CTS showed that 32.5 percent of male Korean American adults and 13.3 percent of female Korean American adults were current smokers. In a bilingual health study conducted in Alameda County Korean communities in 1997, 34.4 percent of male Korean American adults and 5.8 percent of female Korean American adults were current smokers. However, all prevalence estimates mentioned above were derived from relatively small sample sizes, which resulted in wide confidence intervals.

Asian Indian

- According to the 2000 Census, about 315,000 Asian Indians live in California, representing 0.9 percent of the total population. It is one of the fastest-growing subpopulations in California, almost doubling from 1990 to 2000.
- The national smoking prevalence of India is not available. It was reported in an article in BMJ that the current smoking prevalence in Delhi, India was 45 percent among male adults and 7 percent among female adults.
- A study using the 1992-1994 National Health Interview Survey showed that the age-adjusted smoking prevalence among Asian Indian Americans was 8.7 percent. There are no statewide prevalence estimates for California thus far.

Other Southeast Asian

- “Other Southeast Asians” is defined for the purpose of this RFA as a separate group comprised of Asians whose country of origin is Thailand, Cambodia, or Laos.
- Little is known of smoking behavior in those countries due to the lack of quality surveys. Some existing data showed high male smoking prevalence, ranging from 40 percent to 70 percent, and low female smoking prevalence.
- No existing tobacco use related data is available for these sub-populations in California. Information on tobacco use behavior and attitudes among these groups will be useful in designing and implementing interventions for these communities. For example, adult smoking prevalence was 40 percent for men and 10 percent for women in Bangladesh. However, another report showed that 92 percent of first generation Bangladeshi immigrant women said they chewed tobacco in a study conducted in the city of Leeds and Bradford, England. It is important to know if the same pattern can be found among other Southeast Asian immigrants in California so that focused interventions can be delivered to this population.

African American

- According to the 2000 Census, about 2.3 million African Americans live in California, representing 6.7 percent of the total population.
- The smoking prevalence rate of African American was 20.2 percent based on the estimate of 1999 CTS, which has a sample size of 5,240 African American adults.

Hispanic

- Hispanics are the second largest race/ethnicity group in California. According to the 2000 Census, 32.4 percent of the total California population, or about 11 million people have Hispanic or Latino backgrounds.

II. GENERAL GRANT APPLICATION INFORMATION

A. WHO MAY APPLY

1. Any public or private corporation or **private** non-profit organization that meets the following criteria is eligible to respond to the RFA:
 - a. Demonstrated capabilities in data collection, data management, quality control procedures, and in providing quality products that pass scientific scrutiny.
 - b. Demonstrated experience in conducting population research studies.
 - c. Demonstrated knowledge of and prior experience with the study population.
2. For applicants claiming private non-profit status, either certification from the State of California, Office of Secretary of State or a letter from the U. S. Department of the Treasury, Internal Revenue Service, classifying the applicant's possessive administrating agency as a private non-profit must be included with the submission of an application.
3. Any agency, with the exception of universities and colleges, that receives funding from, or has affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the contract, is not eligible for funding under this RFA. Agency certification to this effect is required on Attachment 1. See Appendix A for a partial list of tobacco subsidiaries.

With regard to universities and colleges, any Principal Investigator who within the last five years from the start date of the contract period, or during the term of the contract, receives funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company, is not eligible for funding under this RFA. The Principal Investigator's certification to this effect is required on Attachment 1. See Appendix A for a partial list of tobacco company subsidiaries.

B. GRANT PERIOD AND FUNDING LEVELS

1. Approximately \$3 million is expected to be available for this RFA from the fiscal year (FY) 2001-2002 State Budget appropriation from the State Tobacco Settlement Fund for the tobacco control programs administered by CDHS.
2. Grant awards will be for a 24-month period beginning July 1, 2002, and ending June 30, 2004. **Applications must be for the entire 24-month period.** CDHS/TCS will have the option of renewing the grant for an additional study if funds are available and the contractor has performed to the satisfaction of CDHS/TCS.

3. CDHS/TCS reserves the right to fund any or none of the applications submitted in response to this RFA. CDHS/TCS may also waive any immaterial deviation in any application. The CDHS/TCS waiver of any immaterial defect(s) shall not excuse an application from full compliance with the contract terms if a contract is awarded.
4. CDHS/TCS reserves the right to negotiate the Scope of Work (SOW) and Budget of any proposed projects or proposed project components.
5. Expenses associated with preparing and submitting an application are solely the responsibility of the applicant agency and will not be reimbursed by CDHS/TCS.

C. RFA INFORMATION MEETING

An information meeting is scheduled for **February 22, 2002, from 10 a.m.-12 noon** at the location listed below. The RFA will be reviewed and questions will be answered at this meeting.

February 22, 2002
Continental Plaza
Continental Plaza Auditorium
601 North 7th Street
Sacramento, CA 95814

NOTE: All attendees must check-in at the security station at 601 N. 7th Street.

All costs incurred by individuals attending the informational meeting are the sole responsibility of these individuals or their agencies and will not be reimbursed by CDHS/TCS.

D. APPLICATION SUBMISSION REQUIREMENTS

By submitting an application, all applicants agree that CDHS/TCS is authorized to verify any and all claimed information provided in the application. All applications received by CDHS/TCS are subject to the provisions of the "California Public Records Act" (Government Code Section 6250 et seq.) and are not considered confidential after completion of the selection process.

1. Letter of Intent

For the purpose of planning the review process, all prospective applicants are asked to submit a letter notifying CDHS/TCS of the intent to submit an application. **One (1) signed letter of intent for each application must be received by CDHS/TCS by 5 p.m., Thursday, February 28, 2002.** Submit a letter of intent on the applicant's letterhead and state the following: the name and

The maximum point value of each section is as follows:

Study Abstract	10 points
Agency Qualification and Experience	30 points
Study Narrative	
Data Collection and Preparation Plan	50 points
Analytic Plan	20 points
Reports and Deliverables	10 points
SOW	30 points
Budget and Budget Justification	<u>20 points</u>
	170 points

2.a. In the event that two (2) or more qualified applications are received to study the same special population, priority will be given that application with the highest score earned in the Data Collection and Preparation Plan element (50 points possible). If the applications are still deemed of equal merit, then the funding preference will go to the application with the lowest budget proposal.

3. Notification of Decision

Each applicant, whether selected for funding or denied, will be notified in writing of the funding decision. Applicants may receive, upon written request directed to CDHS/TCS, the consensus review tool summary page for their application, which provides the score and overall strengths and weaknesses of their application.

4. Contract Negotiation

Following the award notification, contract negotiations will occur with the potential contractors in a timely manner. CDHS/TCS reserves the right to reject any proposed project(s) or project component(s). Following contract negotiations, the contractor is required to submit the SOW, Budget, and Budget Justification in accordance with CDHS/TCS requirements, which will become part of the formal grant. CDHS/TCS reserves the right to withdraw any award if an acceptable SOW, Budget, Budget Justification, and other CDHS/TCS required forms are not received by CDHS/TCS within 45 calendar days of being negotiated by CDHS/TCS and the awardee. Upon completion and approval of these documents, the grant will be fully executed and work will commence.

F. APPEALS PROCESS

Only those agencies that submit an application consistent with the requirements of this RFA and are not funded may appeal. There is NO appeal process for applications that are submitted late or are incomplete. Applicants may not appeal their funding level. Letters appealing the final application selection must be received at CDHS/TCS **no later than 5 p.m., on Thursday, May 2, 2002, at the address indicated below.** E-MAIL TRANSMITTED APPEAL DOCUMENTS WILL NOT BE ACCEPTED. Appeals shall be limited to the grounds that CDHS/TCS failed to

correctly apply the standards for reviewing your agency's application in accordance with this RFA. The appellant must file a written appeal, which includes the issue(s) in dispute, the legal authority or other basis for the appellant's position, and the remedy sought. Incomplete appeals will be rejected. Appeals must be mailed or faxed to:

Donald O. Lyman, M.D., Chief
Division of Chronic Disease and Injury Control
Department of Health Services
P.O. Box 942732, MS #504
Sacramento, CA 94234-7320
Fax Number: (916) 327-5424

At his sole discretion, the Chief of the Division of Chronic Disease and Injury Control or his designee may hold an appeal hearing with each appellant and then come to a decision, either based on the combination of the written appeal letter and the evidence presented at the hearing, or based on the written appeal letter if no hearing is conducted. The decision of the Chief of the Division of Chronic Disease and Injury Control or his designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding their appeal in writing within fifteen (15) working days of their hearing date or the consideration of the written appeal letter, if no hearing is conducted.

G. TENTATIVE TIMELINES

February 11, 2002	Release of RFA
February 22, 2002	Information Meeting in Sacramento 10 a.m. – 12 p.m.
February 28, 2002	Letters of Intent due no later than 5 p.m.
March 29, 2002	Applications due no later than 5 p.m.
April 18, 2002	Award decisions announced
May 2, 2002	Appeals due no later than 5 p.m.
May 10, 2002	Appeal Hearings
July 1, 2002	Contract period begins
June 30, 2004	Contract period ends

- **African American:** Currently, TCS uses the BRFs/CATS to determine the annual smoking prevalence rates for African Americans in California and the larger CTS to provide additional, more detailed data for this population group every three years. These surveys are considered to be reliable in providing representative statewide data for African Americans. However, applications focusing on this special population will be accepted as part of this RFA process provided that the applicant demonstrates that the proposed study does not duplicate these continuing surveillance activities and specifies how the proposed sampling will address any identified limitations of these surveys and yield a more representative statewide sample of California's African American population. The sample size must ensure a margin of error of no more than 3 percent for a 95 percent confidence interval for the smoking prevalence estimates in each category after the sample is classified by age group (18-24, 25-44, 45-64 and 65 or older years old).
- **Hispanic:** Currently, TCS uses the BRFs/CATS to determine the annual smoking prevalence rates for Hispanics in California and the larger CTS to provide additional, more detailed data for this population group every three years. These surveys are considered to be reliable in providing representative statewide data for Hispanics. However, applicants focusing on this special population will be accepted as part of this RFA process provided that the applicant demonstrates that the proposed study does not duplicate these continuing surveillance activities and specifies how the proposed sampling will address any identified limitations of these surveys and yield a more representative statewide sample of California's Hispanic population. The sample size must ensure a margin of error of no more than 3 percent for a 95 percent confidence interval for the smoking prevalence estimates in each category after the sample is classified by generation (first generation or higher generation) and also all respondents by age group (18-24, 25-44, 45-64 and 65 or older years old).

PLEASE NOTE: At the beginning of the sampling plan, applicants that propose to collect tobacco use data among **African Americans** or **Hispanics** must address the sampling limitations in the existing surveys including BRFs/CATS and CTS. Applicants must also specify how the proposed study will yield more accurate statewide measurements and is based on a more representative sample than the existing surveys. This requirement applies only to those applications to study tobacco use among African American or Hispanic special populations.

e. **Data Preparation**

The contractor must provide completed data in ASCII file format (.dat or .txt). If any imputation, adjustment, clustering, or stratification is employed, appropriate imputation variables, weights, cluster variables, and strata must be included in the final data set. A user-friendly technical report on survey methodologies and analytical methods must be developed. The contractor must deliver the data on

a CD-ROM, accompanied by the technical report, such that CDHS/TCS can distribute the data to other researchers.

2. ANALYTIC PLAN

The application must include an analytic plan that describes and explains how the data collected will be analyzed and interpreted. The applicant must show the appropriate procedures to analyze data under the proposed sampling plan. Answers to critical questions should be included in the analysis. Critical questions that should be addressed include:

- What is the smoking prevalence among the special population sample targeted? If this estimate differs from the existing prevalence (if available) for the special population from surveys such as the CTS, what is the likely explanation? What is the cigarette consumption among the population based on the survey? What is the prevalence of other tobacco product use? Is there any difference in tobacco use behavior including cessation between the special population and the California general population? What is the difference?
- What is the secondhand smoke exposure rate (at workplace, home and other places) among the special population? Is there any difference in secondhand smoke exposure between the special population and the California general population? What is the difference?
- What are the tobacco related knowledge and attitude findings among the special population? Is the special population well exposed to CTCP, including both the community intervention programs and statewide media campaign? Is there any difference in tobacco related knowledge and attitude results between the special population and the California general population? What is the difference?
- Based on the study, what is the biggest disparity in tobacco control indicators between the special population and the California general population? What is the possible explanation of this disparity? What recommendations are suggested for the future of tobacco control programs conducted among this special population?

3. REPORTS AND DELIVERABLES

A plan for the development and delivery of products shall be described in the application. It is the intent of CDHS/TCS that the efforts by the contractor will result in products that have maximal utility to users. Therefore, the data collected and the products under this contract will not be proprietary information of the contractor. They will belong to the State for public use. The proposal should describe the plan for preparation of the deliverables, specify the contents, and set a timetable for the deliverables. The detailed information about submitting reports and deliverables can be found in the CDHS/TCS Competitive Grantees Administrative and Policy Manual. The minimum requirements for contract deliverables are as follows:

- **Progress Reports:** The contract requires four six-month progress reports and face-to-face meetings or teleconferences on progress made in completing the work and meeting the established timelines so that CDHS/TCS can monitor the performance of the contract. A written list of activities completed during the reporting period will be given to CDHS/TCS on the due dates specified in the contract. During the contract period, CDHS/TCS will organize at least two meetings, which require the attendance of all grantees to discuss issues such as sampling.
- **Final Analytic Report:** A final analytic report on tobacco use among the special population targeted should be developed based on the analysis and interpretation of the special population survey and any other relevant information. Results should be presented that include estimates with 95 percent confidence intervals of smoking prevalence, other tobacco use behaviors, secondhand smoke exposure, knowledge, and attitudes by gender, by age, by smoking status, by generation, and by language. The report should include frequency tables for responses to all questions, and cigarette smoking and other tobacco products use prevalence charts by gender, by age, by generation, and by language. The report shall discuss the findings from the analysis described in the analytic plan and answer the questions listed in that section as well as other pertinent questions found to be relevant to detecting disparity and improving programmatic efforts targeting the special population.
- **Data Set and Technical Documentation:** The contractor will be required to deliver to CDHS/TCS on CD-ROM a data set, accompanying documentation and a technical report in a format which can be readily used and understood by researchers and persons with statistical expertise for analysis and evaluation purposes. The data set should be in ASCII form. The documentation should include: a data dictionary with the names and locations of all variables in the data set; a description of data formats for all variables; a description of all relevant sample identifiers for analysis (sampling strata, sampled clusters, etc.); a description of all weights with a clear discussion of how they were computed; a technical report describing the methods used to collect the data; an analysis of the representation of the samples including a comparison of the demographics of the samples and the California general population; discussion of the methods used to calculate the confidence intervals; and copies of the questionnaires. The data set, documentation and technical report must be delivered to CDHS/TCS as the final deliverable. The contractor must expressly agree not to release any data until all deliverables are accepted by CDHS/TCS as satisfactory.
- **Public Access to the database:** It is the intent of CDHS/TCS that the database produced by this contract be readily available and used not only by CDHS/TCS but also other researchers for analyses and scholarly research. It is the intent of CDHS/TCS that the data sets, documentation and technical reports become available to researchers as soon as they are determined to be acceptable by CDHS/TCS.

V. APPLICATION INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. **READ ALL INSTRUCTIONS CAREFULLY.** Be sure to include all of the information required in this RFA, including all attachments and copies. Re-check the application to ensure completeness. Do not assume that the reviewers have prior knowledge of the past history of the applicant agency or the agency's previous work or that they understand why the proposed design and plan are appropriate.
2. **DO NOT PROVIDE ANY MATERIALS THAT ARE NOT REQUESTED.** Any materials submitted that are not requested under this RFA will be discarded prior to application review, including pages that go over the maximum number in specified sections with page limitations.
3. Number each page of the application consecutively.
4. The type font size is to be no less than 12 characters per inch.
5. Do not use folders and binders; securely staple the application in the upper left corner.
6. Clearly indicate "Special Populations Tobacco Use Studies RFA # TCS-02-100" on the outside of the mailing envelope.
7. Attachments 1, 2, 6 and 7 require a signature by the person authorized to legally bind the applicant agency to the commitment outlined in the application. Allow time to obtain these required signatures.
8. Present the components of the RFA in the order listed below using the instructions provided on subsequent pages to complete each area.
 - a. Application Cover Sheet (Attachment 2)
 - b. Application Checklist (Attachment 3) (No Attachment)
 - c. Study Abstract **2 page maximum**
 - d. Table of Contents (Attachment 4)
 - e. Agency (and Subcontractors) Qualifications and Experience **5 page maximum** (No Attachment)
Curriculum Vitae of Principal Investigator 2 page maximum
 - f. Study Narrative (No Attachment) **50 page maximum**

- g. SOW (Attachment 5)
- h. Budget (No Attachment, see Appendix D for sample)
- i. Budget Justification (No Attachment, see Appendix E for sample)
- k. Drug-Free Workplace Certification (Attachment 6)
- l. Agency Documentation Requirements (Attachment 7)
- m. Certification of Non-Acceptance of Tobacco Funds (Attachment 1)

NOTE: ➤ **DENOTES THE DOCUMENT REQUIRES A SIGNATURE BY THE PERSON AUTHORIZED TO BIND THE APPLICANT AGENCY. READ THE DOCUMENTS AND ALLOW TIME TO OBTAIN THE REQUIRED SIGNATURE.**

B. APPLICATION REQUIREMENTS

The following are the requirements and instructions for preparing and assembling applications. Answer all questions fully, as responses to RFA requirements and instructions will be used in the review and scoring of applications. All information must be assembled in the order that follows:

1. Application Cover Sheet (Attachment 2)

- Item 1: Enter the **legal agency** name, address, contact information and Federal Identification Number of the applicant, as specified.
- Item 2: The grant term, 07/01/02 to 06/30/04, has been entered.
- Item 3: Enter the Budget amount requested for the **entire** grant term.
- Item 4: The applicant official authorized to sign on the agency's behalf must sign and date the certification statement provided. Also print the name and title of this official.

Item 5: Specify the Special Population that the applicant proposes to study.

2. Application Checklist (Attachment 3)

The items included on the checklist are **required** to be submitted as part of the application and must be presented in the order noted. If any of the items are omitted from the application, the application will be considered incomplete and out of compliance with this RFA and will not be reviewed. Complete the

qualifications. Include the curriculum vita (2-page maximum) of the principle investigator/project director, and list relevant survey studies previously performed by the principle investigator/project director. CDHS/TCS reserves the right to approve any substitution in key personnel during the life of the project.

6. **Study Narrative (No attachment provided, 50 page maximum) = 80 points**

Criteria

Funding preference will be given to the agency that most closely addresses the criteria below:

- Provides time limited objectives for each major task, i.e., data collection instrument development, data collection methods, sampling plan, analytic plan, and provision of reports and deliverables.
- Proposes efficient and appropriate survey research methods that describe data collection instruments and protocols; sampling methods; sample size; data management; and data preparation.
- Proposes timely and efficient methods to deliver reports, data sets and technical documentation to CDHS/TCS.

Instruction

- a. Describe specifically how the agency will carry out this project, including all survey methods and plans. The description shall provide detail regarding the areas outlined above in **Section IV, Statement of Work** of this RFA. Organize the Study Narrative Work Plan in the same order as the headings in **Section IV**. The description shall include who will be responsible for performing various planned work and when these various activities/functions will be completed. Provide a separate study narrative for each proposed subcontract.
- b. At the beginning of the sampling plan, applicants that propose to collect tobacco use data among African Americans or Hispanics must address the sampling limitations in the existing surveys including Behavioral Risk Factor Surveillance System (BRFS), California Adult Tobacco Survey (CATS), and California Tobacco Survey (CATS). Applicants must also specify how the proposed study will yield more accurate statewide measurements and is based on a more representative sample than the existing surveys. This requirement applies only to those applications to study tobacco use among African American or Hispanic special populations

7. **SOW** (Attachment 5 or a facsimile) = 30 points

Criteria

The SOW is an outline of the Study Narrative. Funding preference will be given to the agency that most closely addresses the criteria below.

- States how much will be done;
- States the data collection instruments to be used and describes development of data collection instruments;
- Describes how data will be collected;
- Describes the locations where data will be collected;
- Describes how many will be measured;
- Describes how samples will be selected;
- Describes data management and quality assurance methods;
- Describes the type of analyses to be done;
- Describes preparation of reports and other deliverables;
- Designates specific staff positions, subcontractors or consultants responsible for completing various tasks;
- Designates a timeline for completion of major activities;
- Designates CDHS/TCS copyright on products; and
- Designates the percentage of effort assigned to complete deliverables.

Instructions

- 1) The SOW provides the basis for contract negotiations, and along with the Budget, becomes a legally binding document. The SOW is referenced in the contract and is the “road map” that provides the direction, activities, expected outcomes and deliverables of the project. The approved SOW and any subsequent revision is incorporated and made part of the contract. The SOW can only be changed with prior approval from CDHS/TCS.

2) Header Information

The header information must be included on every page. Include your agency name and project name. The contract term is **July 1, 2002 to June 30, 2004**. The revision date is the date the SOW is submitted to CDHS/TCS after any revisions are made to the document. Leave this blank for submission. Leave the contract number blank.

COVER SHEET: RFA #TCS-02-100 SPECIAL POPULATIONS TOBACCO USE STUDIES

1. Applicant Information:

Applicant Name _____

Project Name _____

Mailing Address _____

City _____ Zip _____

County _____

Contact Person's Name _____

Telephone (_____) _____ FAX (_____) _____

E-mail _____

Federal Identification Number _____

2. Term of Grant: From 07/01/02 to 06/30/04

3. Total Budget Amount Requested for entire grant term of 07/01/02 to 06/30/04: \$ _____

4. The undersigned hereby affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge and accepts as a condition of a grant, the obligation to comply with the applicable state and federal requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.

5. Specify the Special Population group addressed in the application:

- ☐ Active Duty Military
- ☐ Gay, Lesbian, Bisexual and Transgender (GLBT)
- ☐ American Indian or Native American
- ☐ Chinese
- ☐ Filipino
- ☐ Vietnamese
- ☐ Korean
- ☐ Asian Indian
- ☐ Other Southeast Asian
- ☐ African American
- ☐ Hispanic

Signature
of Agency Representative _____ Date _____

Print Name and Title _____

APPLICATION CHECKLIST

The following attachments and components must be completed and submitted in the order shown here. Applications that are missing any of these attachments or components will be considered non-compliant and will not be reviewed. Please note that you are not required to submit the Application Checklist.

<u>Attachments and Components</u>	<u>Check Mark</u>
➤ • One Original Application (Marked “Original”)	_____
• 5 Additional copies of the Application	_____
➤ • Application Cover Sheet (Attachment 2)	_____
• Application Checklist (Attachment 3) Optional	_____
• Study Abstract	_____
• Table of Contents (Attachment 4)	_____
• Agency Qualifications and Experience	_____
• Study Narrative	_____
• Data Collection and Preparation Plan	_____
• Analytic Plan	_____
• Reports and Deliverables	_____
• Scope of Work (Attachment 5)	_____
• Budget (No Attachment)	_____
• Budget Justification (No Attachment)	_____
➤ • Drug-Free Workplace Certification (Attachment 6)	_____
➤ • Agency Documentation Requirements (Attachment 7)	_____
➤ • Certification of Non-Acceptance of Tobacco Funds (Attachment 1)	_____
• Proof of Non-Profit Status (If claiming such status)	_____

NOTE: ➤ DENOTES THE DOCUMENT REQUIRES A SIGNATURE BY THE PERSON AUTHORIZED TO BIND THE APPLICANT AGENCY. READ THE DOCUMENTS AND ALLOW TIME TO OBTAIN THE REQUIRED SIGNATURE.